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Board of Trustees Minutes, September 17, 1955

Eastern Washington College of Education

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MINUTES FOR MEETING OF BOARD OF TRUSTEES

Eastern Washington College of Education
Davenport Hotel, Saturday, September 17, 1955

The Board of Trustees met in annual session at one o'clock, Saturday, September 17, 1955, in the Signet Room of the Davenport Hotel, Spokane. The following were present: Mr. J. Harold Anderson, chairman; Mrs. Frank Laughbon and Mr. Charles A. Gonser, members; W. W. Force, secretary; Mr. George M. Rasque, college architect; and Dr. Don S. Patterson, president of the college.

MINUTES

The minutes for the meeting of July 13, 1955, were read and approved.

RESIGNATIONS

The following resignations were accepted as of the date indicated:

Gwendoline Scroggie, maid, September 8
Aleene Sumsion, clerk, registry office, as of September 6
Marilyn Goff, clerk-typist, business office, as of September 30
Shirley Thompson, clerk, business office, as of September 28
Billie Carter, clerk, print shop, as of July 20
Patricia Kaplan, clerk, registry office, as of July 28

NEW APPOINTMENTS

The board approved the following appointments at the salary and effective date indicated:

ACADEMIC STAFF

Rita Ringwood, assistant professor, college elementary school, at \$5,000 for 1955-56 academic year only

Morris Weltman, assistant professor of psychology, at \$4,900 for academic year of 1955-56

Russell J. Smith, assistant professor of accounting, at \$5,000 for academic year of 1955-56

Bernard J. Kingsley, assistant professor, college elementary school, at \$5,000 for the academic year of 1955-56

Frances Huston, part-time in English at \$100 per month for the academic year of 1955-56

NON-ACADEMIC STAFF

June Laib, junior secretary, registry office, at \$200 as of August 1

Phyllis Geddis Truscott, clerk, registry office, at \$175 as of September 26

Susan Carr, junior secretary, deans' office, at \$200 as of September 13

Joyce Frasier, clerk, deans' office, at \$175 as of September 12

Ann Martin Box, clerk, business office, at \$175 as of September 9

Dorothy Lambert, assistant cashier, business office, at \$175 as of September 7

Pauline Greear, clerk-typist, business office, at \$185 as of September 7

Shirley Sherwood, transfer from assistant cashier to junior secretary, Dr. Dressler's office, at \$185 as of August 15

Charlotte Stratton, clerk, print shop, at \$175 as of September 15

Bess Seconde, dining room supervisor, at \$175 per month plus maintenance, as of September 12

RATE CHANGE FOR JUNIOR SECRETARY CLASSIFICATION

The board approved an increase in the beginning salary schedule for junior secretaries from \$185 to \$200, applicable to those already employed as of October 1, 1955. The beginning salary for the classification of clerk-typist was not changed from \$185 per month.

ASSISTANT CASHIER FROM HALFTIME TO FULLTIME

The board approved a change in classification of assistant cashier from half-time to full-time, the salary to be paid from Halls of Residence funds.

CHANGE IN CLASSIFICATION FOR HERMAN KRUSE

The board approved a change in the classification of Herman Kruse from groundsman to truck driver, with no change in salary.

TRAVEL

Travel allowance in the amounts indicated was approved as follows:

W. H. Tallyn, to attend a meeting of the American Chemical Society, in Minneapolis, August, 1955 ----\$50

H. Kenneth Hosson, to attend a meeting of the American Political Science Association, in Boulder, September, 1955 -----\$109

TRAVEL (Cont'd)

C. W. Quinley, Jr., registrar, to attend a meeting of the Pacific Collegiate Registrars, Berkeley, November, 1955 -----\$103.40

Iona Mowrer, to attend a meeting of the Western Society of College Women in Physical Education, Point Reyes, California, October, 1955 -----\$106

REVIEW OF SICK LEAVE POLICY

A revised and clarified policy with regard to sick leave for clerical and maintenance staff, copy of which is attached, was adopted by the board.

REPORT ON INDUSTRIAL INSURANCE

The State Industrial Board is making a study of the possibility of bringing all non-academic personnel under industrial insurance. It is proposed to create a new classification which will cover all non-academic occupations on the campus at a uniform rate and it is believed that by extending the coverage, the total cost would not be materially increased. The business office has furnished the industrial commission with the number of hours worked during a sample quarter for the study. Further study is contemplated to cover all employees of the college, including the academic staff.

REQUEST OF BSEIU REPRESENTATIVE

Mr. Joseph P. Dunne, business representative of the Building Service Employees International Union, Local 202, appeared before the Board to discuss matters of sick leave, vacation and holidays for members of his union who are employees of the college. The business agent also petitioned the Board that non-certificated employees of the college be placed under social security as provided by the 1954 amendments of the Social Security Law. A general discussion concerning policies of the college with respect to the maintenance staff followed. No action was taken at the present time on the matters brought before the board by the business representative.

AUTHORIZATION FOR OFF-STREET PARKING

The president of the college submitted a comprehensive proposal for the establishment of off-street parking areas and plans to take care of approximately 550 student cars. It was moved and seconded that the president be authorized to continue his planning for off-street parking and that \$10,000 be tentatively allocated for the project, the source of the fund to be determined at a later meeting of the board, with the provision

that the proposed vacating of street be authorized by the City Council of Cheney before the project is carried into effect. The details of the planning are attached. A special proviso was made that the contractor for the blacktopping shall be responsible for the destruction of all weeds prior to the laying of the blacktop and that he will guarantee to repair any damage caused by the growth of weeds into the blacktop after the work is completed.

AUTHORIZATION FOR HOUSING FOR MARRIED STUDENTS

The president was authorized to continue his planning for married student housing. It was moved and seconded that Mr. George M. Rasque, college architect, be authorized to make further plans, and with Mr. Beardslee Merrill, of Richards, Marrill and Peterson, Inc., investigate the financing of such a project. Motion carried. It was directed that several sources of financing be explored, including the possible extension of the dormitory revenue bond issue of 1949, as well as governmental agencies. A final report will be received by the board at its October 15th meeting.

AUTHORIZATION FOR ROTC BUILDING

It was moved and seconded that the construction of the ROTC building be authorized and that the final plans be presented to the Board of Trustees with the instruction that the application for a building permit be obtained for the site near the southeast side of the Fieldhouse. Motion carried.

PRESIDENT'S EXPENSE FUND

It was moved and seconded that the president's fund of \$500 be authorized, with the stipulation that all expenditures be made on the customary vouchers. Motion carried.

PLANS FOR GRANTS-IN-AID

The president presented for consideration by the members of the board, a plan for soliciting grants-in-aid to athletes from business concerns in the state. It was pointed out that similar plans are carried on in other institutions of the state. Further details of the plan and the possible ramifications with respect to eligibility requirements are to be studied by the president and reported back to the board at a future time.

RESOLUTION OF APPRECIATION

It was moved and seconded that the following resolution be adopted:

WHEREAS, Dr. Louis V. Grafious has served as president of the Faculty Organization with distinction and in a manner which has been conducive to progress of the college during his year of service, and has contributed materially to the esprit de corps of the faculty, it is hereby

RESOLVED, that the Board of Trustees extend its commendations and appreciation to Dr. Louis V. Grafious.

Motion carried.

SUMMER SESSION REPORT

Dr. Patterson presented a tentative report from the director of the summer session on estimated salaries for the staff for 1956. The report is attached hereto.

REPORT FROM DR. NICOL

Dr. Frank D. Nicol, president of the Faculty Organization for 1955-56, was called upon for any comments which he would like to make. Dr. Nicol expressed his pleasure over the orientation program that has just been concluded and said that he had every confidence in the future of the college.

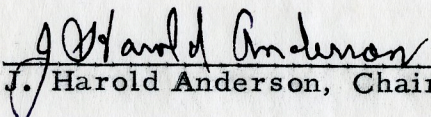
ELECTION OF CHAIRMAN

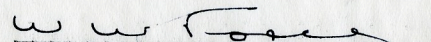
Mrs. Laughbon moved and Mr. Gonser seconded the motion that Mr. J. Harold Anderson be re-elected chairman of the Board of Trustees. Motion carried.

ADJOURNED

The meeting adjourned at three o'clock, to meet on October 15, 1955, the time and place to be set by the chairman of the board.

APPROVED


J. Harold Anderson, Chairman


W. W. Force, Secretary

Eastern Washington College of Education
Memorandum to Secretarial and Maintenance Staff

The following revised rules and regulations were approved by the joint Boards of Trustees of the three colleges of education on July 16, 1955, and by the Board of Trustees of Eastern Washington College of Education on September 18, 1955. These are to be effective as of the beginning of the 1955-56 fiscal year, July 1, 1955.

Vacation Policies

1. An annual vacation of twelve working days per year will be granted to all full-time employees after twelve months of continuous service. After six months of continuous service the first year, including service up to one year, there will be granted one working day per month.
2. One additional working day of vacation (13 working days) will be granted after two years of continuous service.
3. One additional working day of vacation (14 working days) will be granted after three years of continuous service.
4. One additional working day of vacation (15 working days) will be granted after five years of continuous service.
5. Each employee shall be entitled to accrue vacation leave not to exceed 25 working days. Days over the limit will be lost if not taken within the time limit. The time limit for use of earned vacation shall be one year.

Future computations for vacation leave will be made on the basis of years of continuous service which eligible persons already have. All those with five or more years of service will draw from July 1, 1955 of this year the maximum of fifteen working days of vacation per year.

Every person will compute his or her leave to correspond with the fiscal year used by the college (July 1-June 30). In this way all personnel involved will be on a uniform year for vacation and other purposes.

Each employee whose employment is terminated by death, resignation, retirement or dismissal, will be granted paid accrued vacation leave.

Every college employee will be entitled to the eight additional regular holidays observed in this state: (1) New Year's Day, (2) Washington's Birthday, (3) Decoration Day, (4) Independence Day, (5) Labor Day, (6) Veterans' Day, (7) Thanksgiving Day, (8) Christmas Day. When holidays fall on Sundays, the following Monday shall be allowed. Compensatory time will be given for work on extra days or on holidays. Compensatory time will be granted in lieu of overtime pay.

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Sick Leave

A sick leave allowance shall be granted of one day per month for each year of employment. The full twelve days of the first year may be cumulative if no sick leave is taken during the year. For each year thereafter, twelve days of sick leave per year will be granted, six days of which can be accumulated if not used. During the first twenty years of service as a college employee, the individual can accumulate a total of thirty (30) working days. After twenty years of service, an employee can accumulate a total of forty (40) working days. For employees now on the staff and who have already accumulated a certain number of days of sick leave, their top limit of accumulated sick leave shall be the number of days credited to them as of July 1, 1955. This top limit can be maintained from the six days of accrued leave each year, but can not be exceeded in the future. If the total days of accrued sick leave is less than the maximum of this new policy (30 or 40) the maximum as set forth in this policy statement shall be in force.

Sick leave shall be granted in cases where the employee may be absent from work because of illness of the individual himself, or illness or death of a member of the immediate family. Immediate family shall be interpreted to mean a wife, husband, child or parent of the employee. In cases where sickness of a member of the immediate family, sick leave will be given for emergency type of case, but not for nursing or daily care of the member involved.

September 20, 1955

Anticipated New Buildings for the College

1. ROTC Classroom Building
2. Renovation of present heating plant
3. Married Student Housing
 - a. Possible conversion of Ratcliffe House
 - b. Apartment Court (36 units)
 - c. Conversion of Showalter Annex
 - d. Conversion of Music Annex
 - e. Second Apartment Court (36 units)
4. New laboratory school
5. Remodelling of Martin Hall for science and mathematics
6. Completion of Music Building
7. New Industrial Arts Building
8. New men's dormitory to replace Hudson Hall

Proposed Off-street Parking

1. It is our hope at the present time that we can begin as early as possible to hard-surface certain areas of our present campus in order to put four hundred cars of students off the city streets. At the present time there are 75 parking places which were fixed last year.

Possible new plats for off-street parking are as follows:

1. Directly back of Monroe Hall, part of which is now tennis courts (32-48 spaces)
2. Between the present tennis courts and the old Hudson Cafeteria - hardtop on both sides of the present driveway)32 spaces)
3. The lots belonging to the city between the pump station and the small residence owned by the college (36 spaces)
It is contemplated that in planning for the completion of the new music building, one of those lots would be needed for construction purposes; the other would remain as hardtop parking space.
4. Directly back of the Music Building and across the block as far as possible (130-150 spaces)

The next priority which we hope to take care of as soon as possible in the spring would be the corner across from the pump station and directly in front of the Student Union, a strip to take care of about forty vehicles.

The second one in the spring would be hard-surfacing of all the area around the completed Student Union. This would take care of about 40 cars. Later on we anticipate putting in a small hardtop area between the Music Annex and the Ratcliffe House to take care of about 36-40 cars. This would make it possible to take care of cars from Senior, converted Music Annex and Ratcliffe House.

I would like to present to the Council for its consideration the following recommendations for commuters' parking only:

1. That the college be allowed to mark off diagonal parking in the block in front of Hargreaves Library Building.
2. That consideration be given to one-way traffic on D Street between 5th and 8th, and that during the daytime, parking on one side of the street be allowed as far as possible.
3. That F Street be made one-way from 9th down to 5th, and that parking be allowed during the day only on the northeast side of the street.

We are anticipating that as soon as hard-surfacing can be done this fall, we will assign all students on campus with cars to a permanent parking position. This should then leave on-street parking in and about the college campus for commuter parking purposes.

Instructional Salaries for 1956 Summer School

7-week Session

Division	1955	1956	Extra for 1956
Education & Psychology			
Resident	\$6649	\$7565.14	\$916.14
Visiting	9675	10033	1,274.14
Fine & Applied Arts	6038	6888.88	850.86
Health & Ph. Ed.	3343	4361.06	1018.06
Language & Literature	4343	4713.30	370.30
Music	2802	3382.09	580.09
Natrual Science & Math	5602	6191.09	589.09
Social Studies	3323	3531.10	208.10
Elementary School	4191	4582.43	391.43
TOTAL	\$45,966.00	\$51,248.00	\$6,198.21

Instructional Salaries for 1956 Summer School

2-week Session

Division	1955	1956	Extra for 1956
Education & Psychology	\$ 1,319	\$ 1,415	96.00
Art	422	553.37	131.37
Language & Literature	707	463.34	(-)244.66
Health & Ph. Ed.		250.00	250.00
Social Studies	685	500.00	(-) 185.00
Science & Math.	251	250.00	(-) 1.00
Music		240.00	240.00
Total (2-weeks)	3,384	3,671.71	287.71
(7 weeks)	45,966	51,248.00	6,198.21
GRAND TOTAL	49,350	54,919.71	6,485.92